

# PowerPoint Training



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## **An overview:**

**Show demo, which illustrates:**

- **Graphics**
- **Animation**
- **Note pages**

# Soil and Water Conservation Society



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Conservation Service

(Presentation to Auburn Student Chapter)

## **Begin creating your files:**

### **1) Make a folder**

**Windows Explorer**

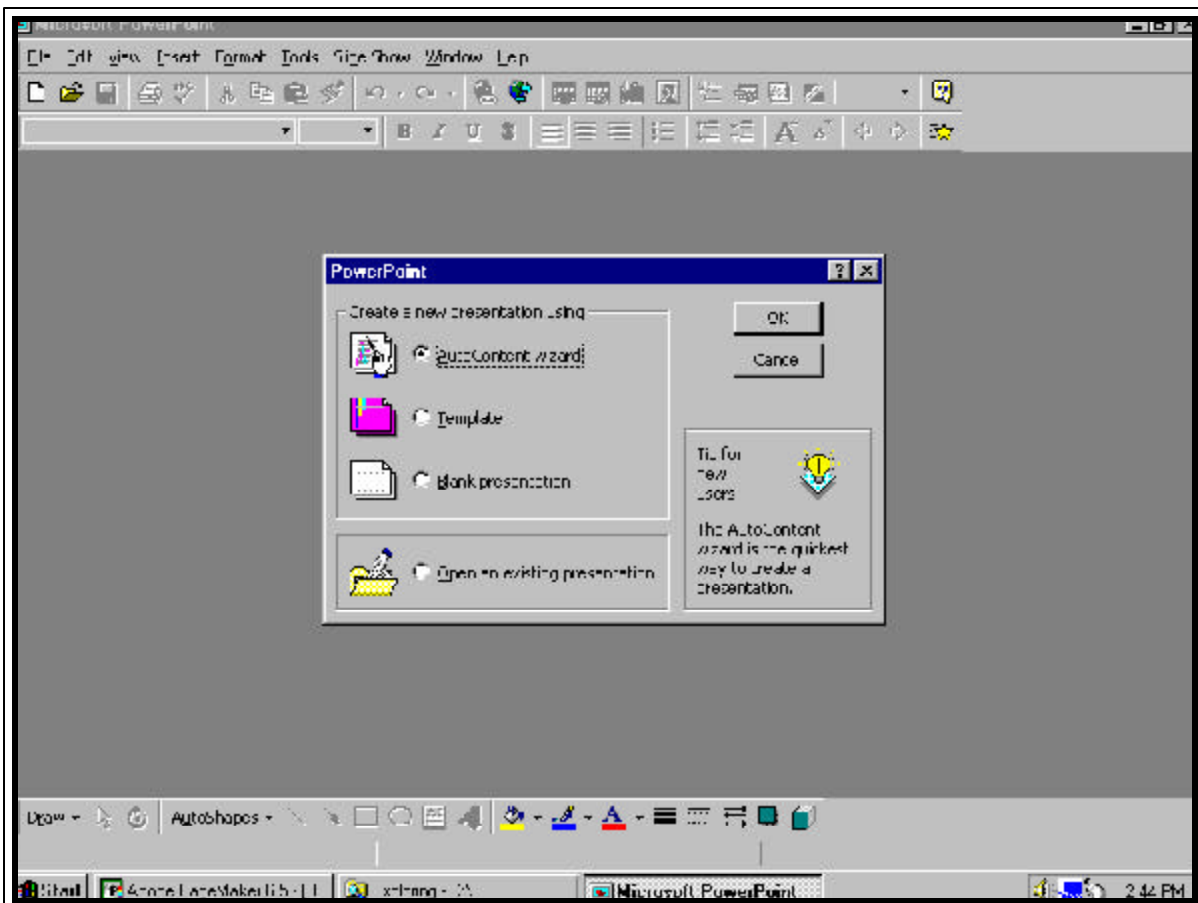
**File, New, Folder (name it)**

- **Keeps Your Materials Organized**

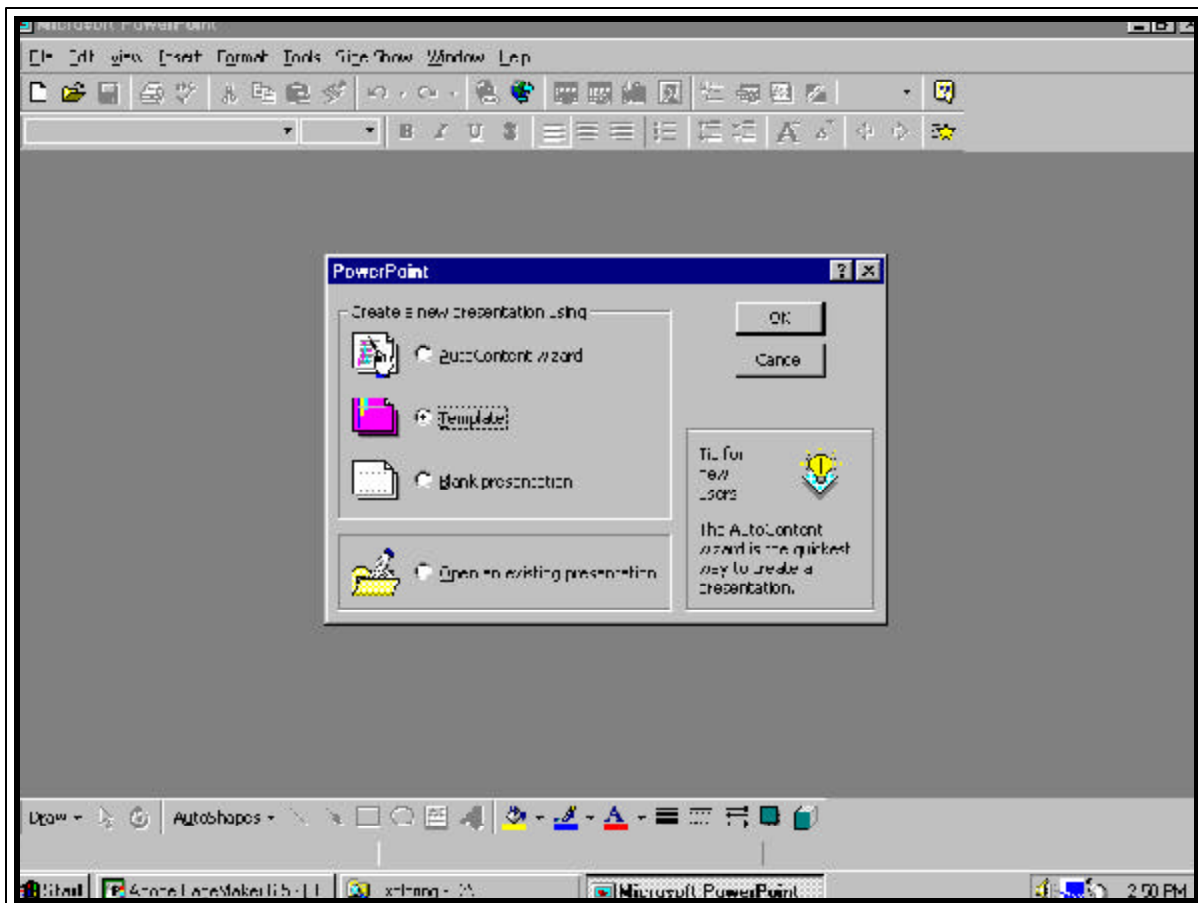
### **2) Begin to develop a presentation**

**When you first open PowerPoint, you have the option of using:**

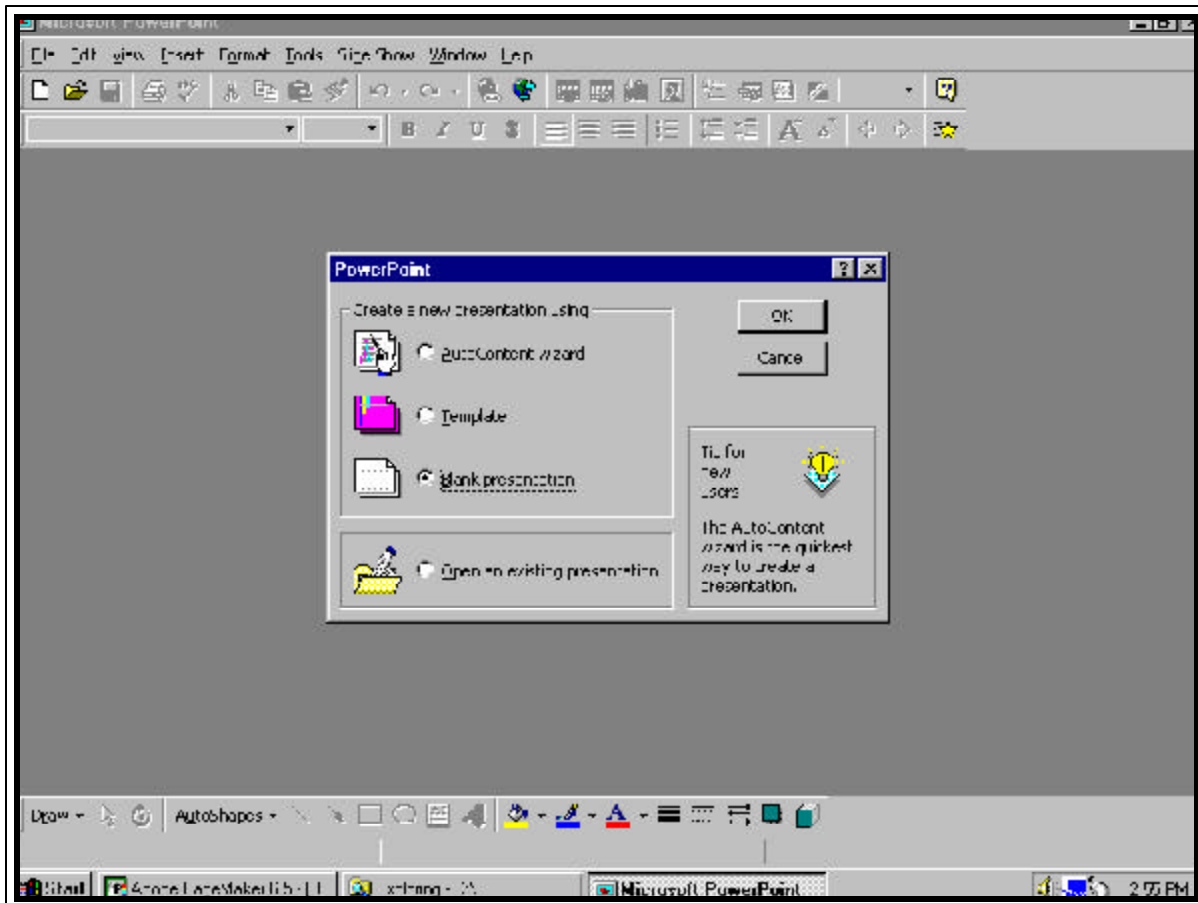
**Wizard -- Lets the system make some decisions**



**Template -- Uses templates within the system. You can add these later also.**

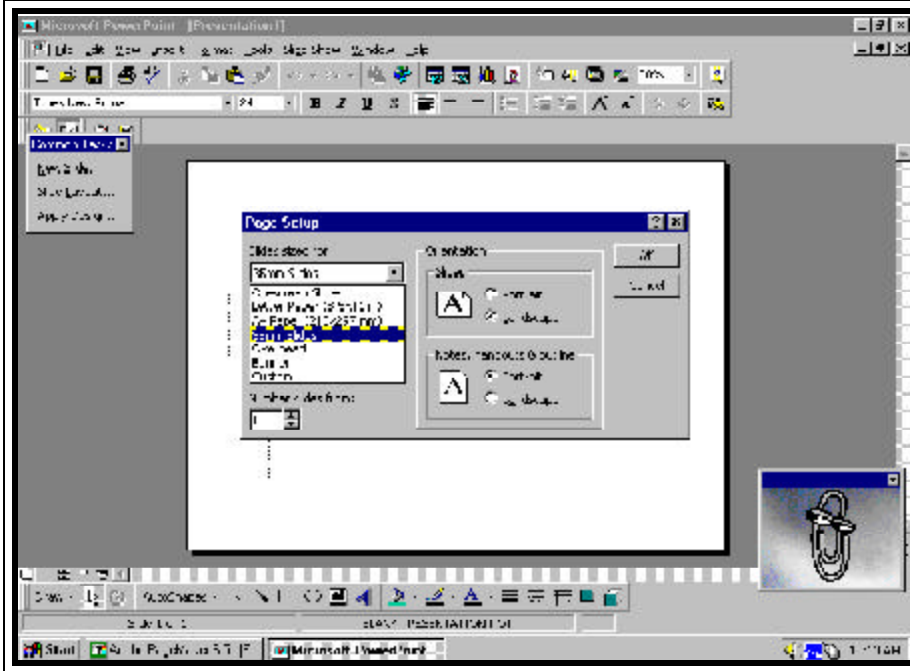


**Blank presentation -- You can go back later and add a template.**



**And, you have the option of opening an existing presentation.**

**3) Page Setup -- Select:**  
**File -- (on the Standard Toolbars)**  
**Page Setup**



## You need to tell the system what type of file you are creating:

## Online presentation

# Overheads

## 35mm slides, etc.

## and the slide orientation

## Portrait (8 1/2 x 11)

## Landscape (11 x 8 1/2)

**This is particularly important if you are having 35mm slides made from a PowerPoint file. You need to have selected 35mm slides as the setup selection; otherwise, your files will be slightly off center and in some cases look very strange.**

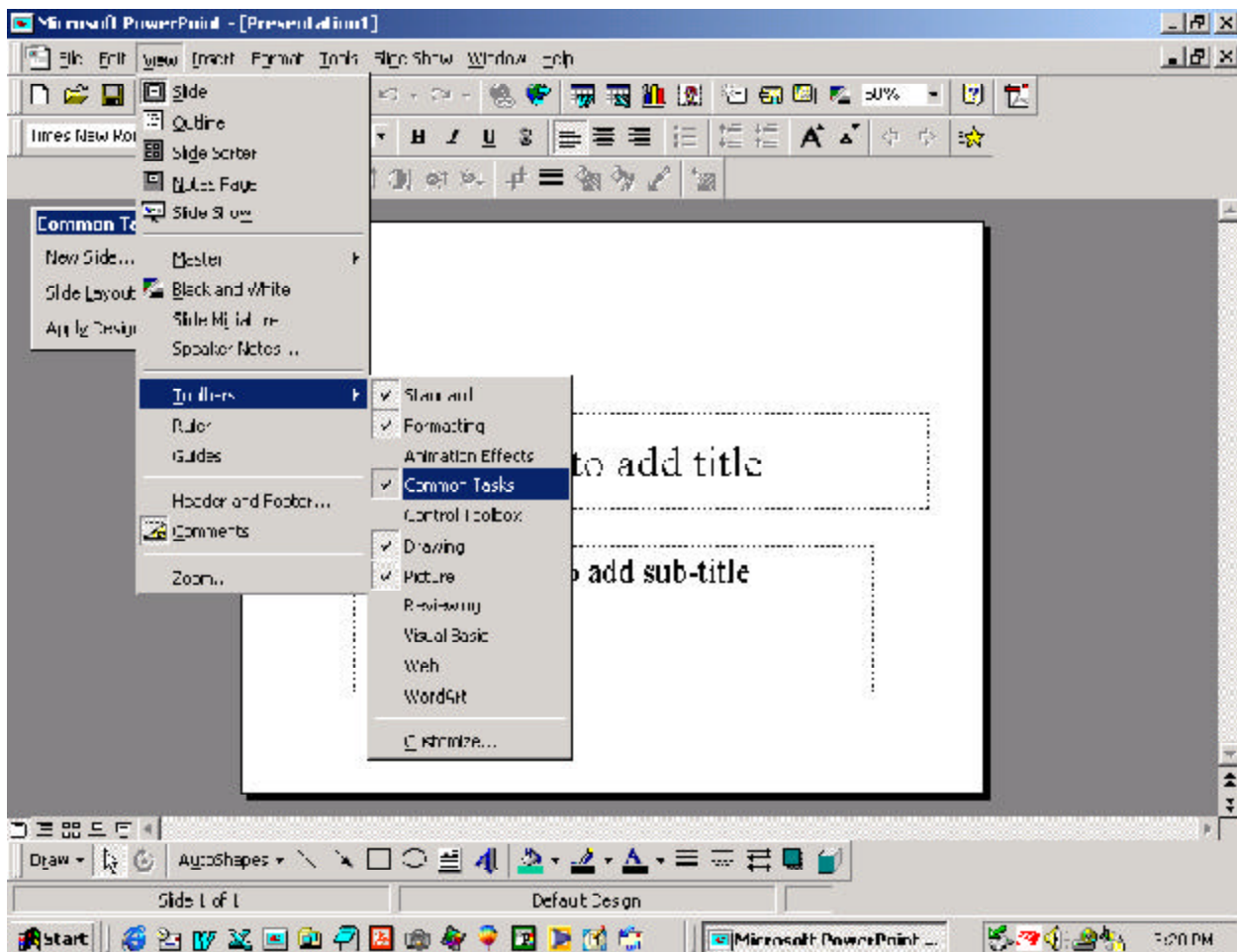
#### 4) Ready to work. You need

##### **Toolbars:**

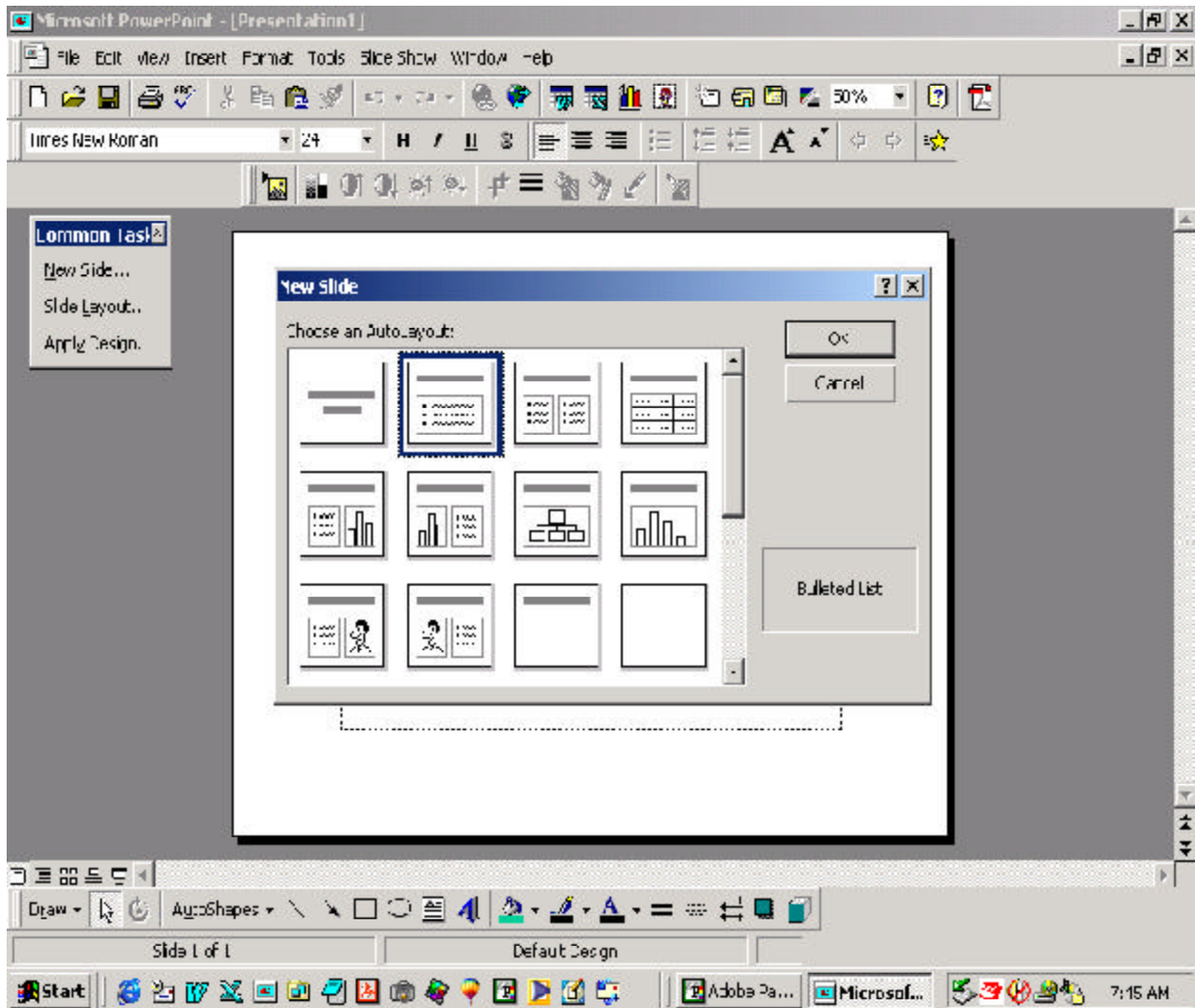
**Toolbars give you the working buttons to create and manipulate material.**

**Go to View, Toolbars, select “Common Tasks”**

**Use the Common Tasks toolbar each time you want to create a new slide. Each time you have the option of selecting the layout for that particular slide. You can always change your selection.**



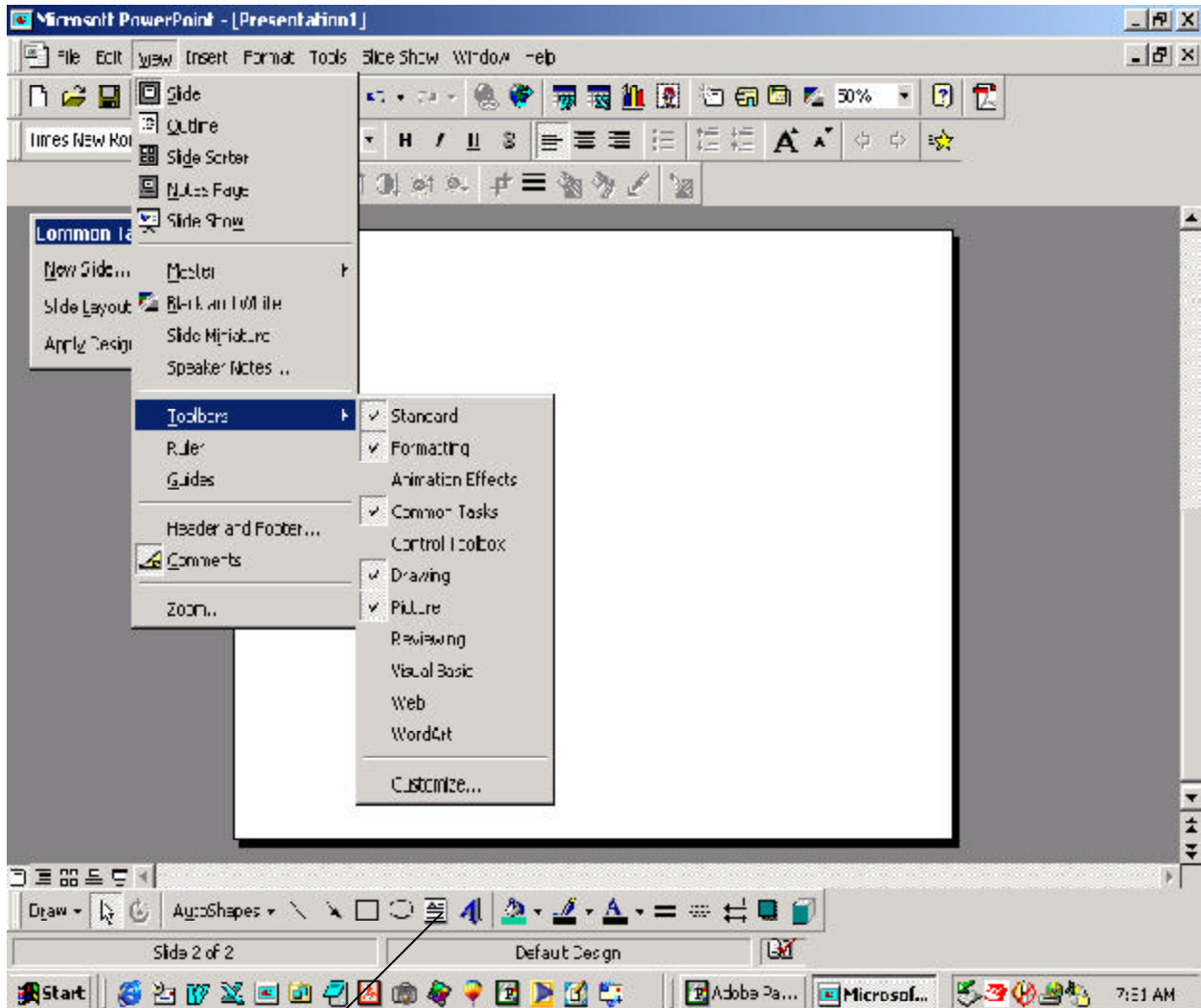
**5) Slide layout - This is the type slide that best suits your need. You can use these templates and make changes to the template, or you can design your own.**



**Click on the slide layout of your choice and proceed. If you want to create your own format, select the blank slide, then add your pictures and text**

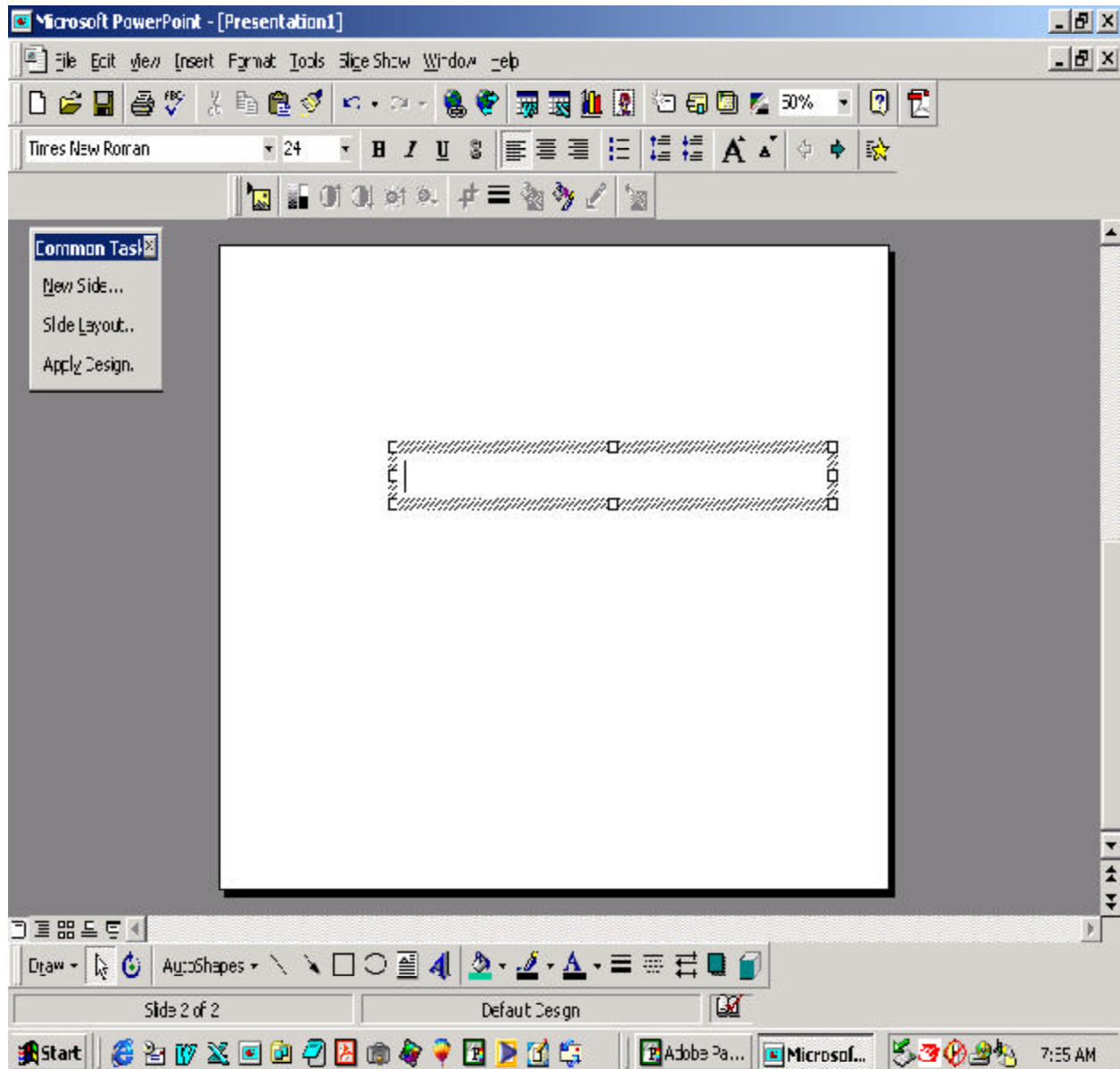


**To make a text box, you need to have access to the drawing tool bars: View, Toolbars, make sure drawing tools is checked.**



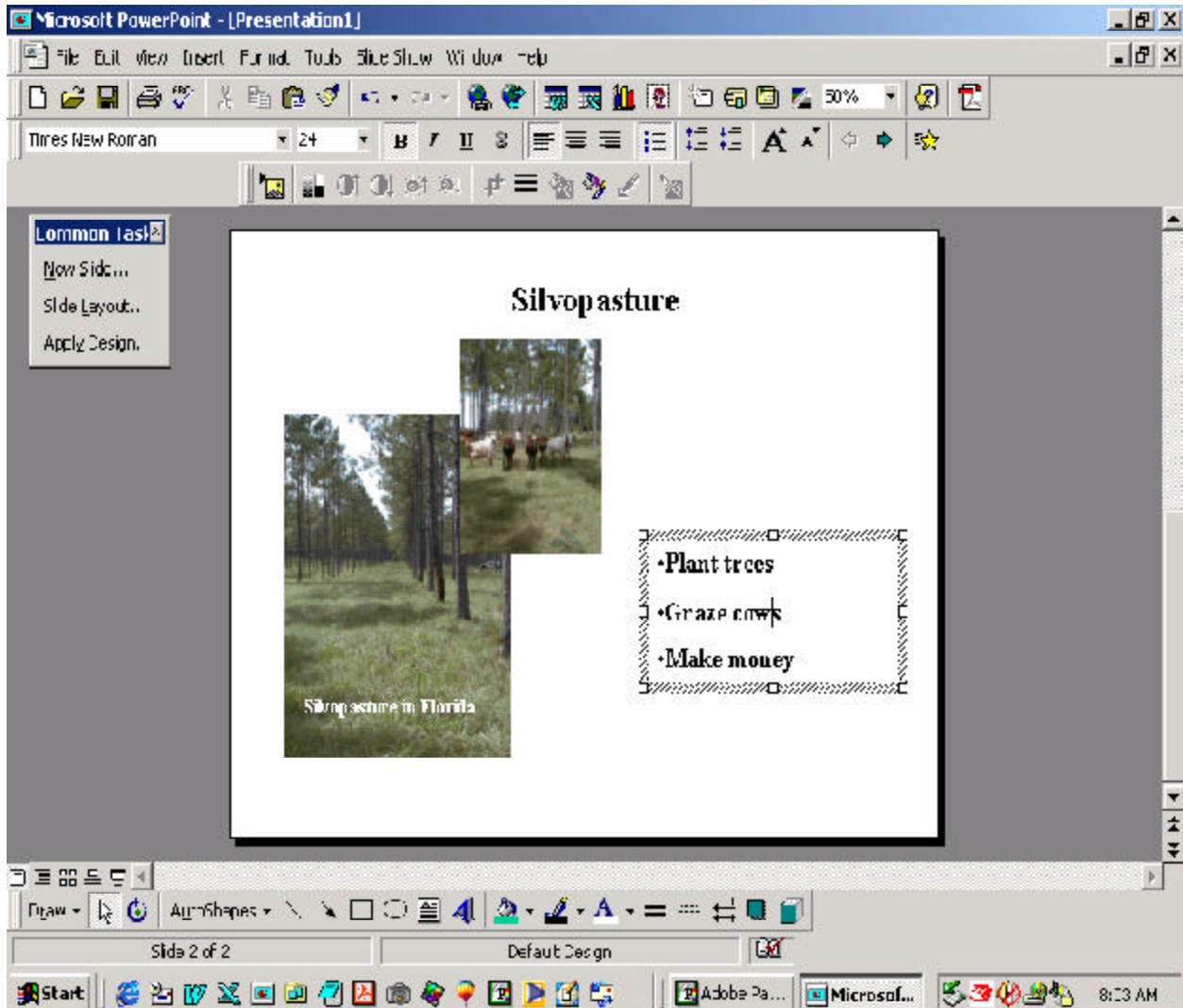
**This is your text box tool. Select the text box tool and make a box.**

**The text box will be the width you make it, but the length of the text box expands as you add text. You can format the text to meet your needs.**



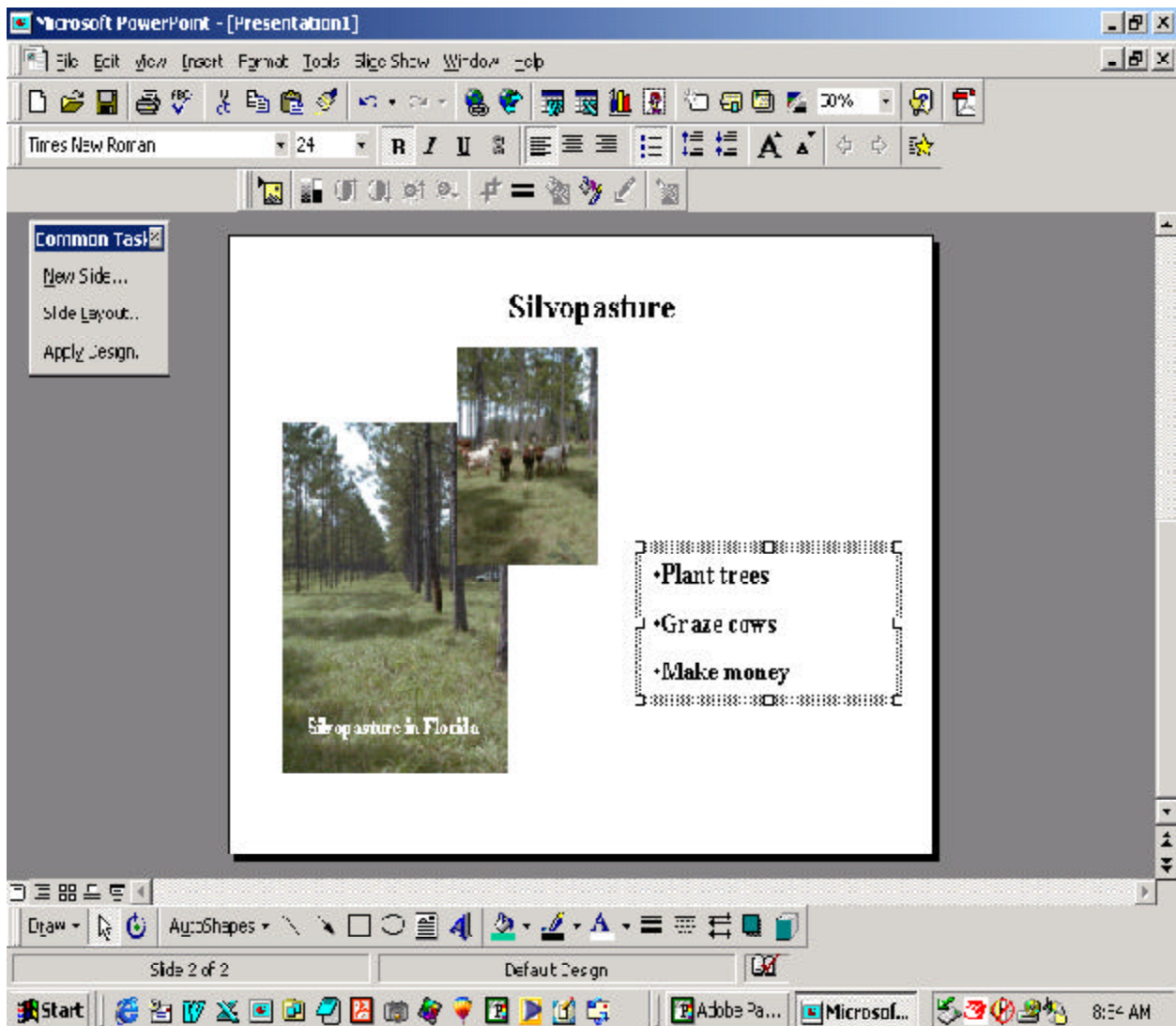
**There are three text boxes on this page:**

- 1) The title**
- 2) The bulleted list**
- 3) The text on the photo**

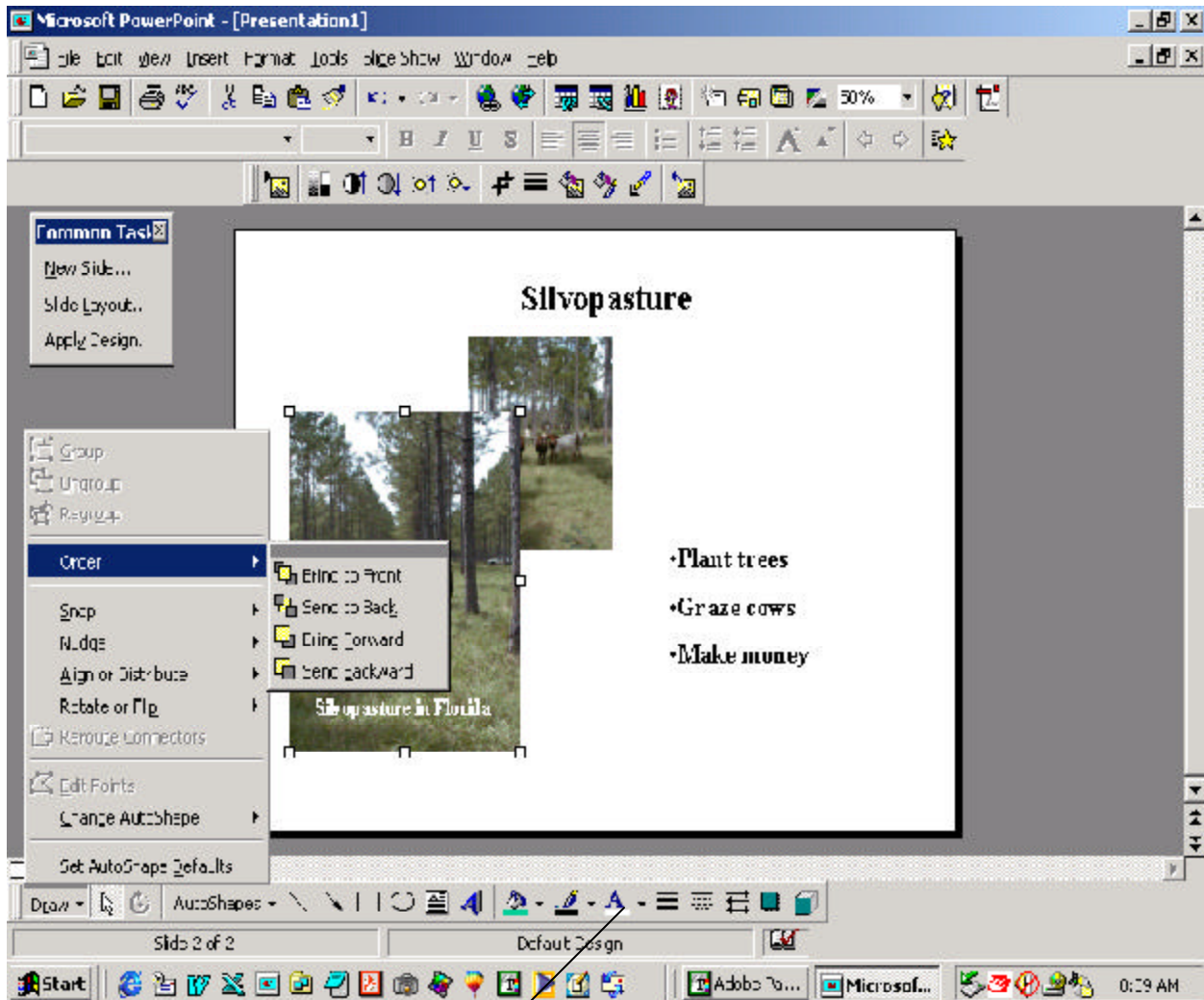


**To add text, click on the text box and you will see a box with little dash lines. You can add text when the box looks like this.**

**To move the box, click on the dashed lines, and the box becomes a box with little dots. When you move your mouse, you will get a crossbar. Click and drag the text box where you want it to be.**



**You can change the order of how the pictures or text boxes appear on the page. In this case, I have moved the small photo behind the large photo. To do this, go to Draw, Order, and make the selection.**



**This is the text color tool. To change the color of the text, highlight the text, then select the color of choice.**



**6) Ways to work using the view buttons at the bottom of the screen (see note below):**

**Slide -- To see what things look like**

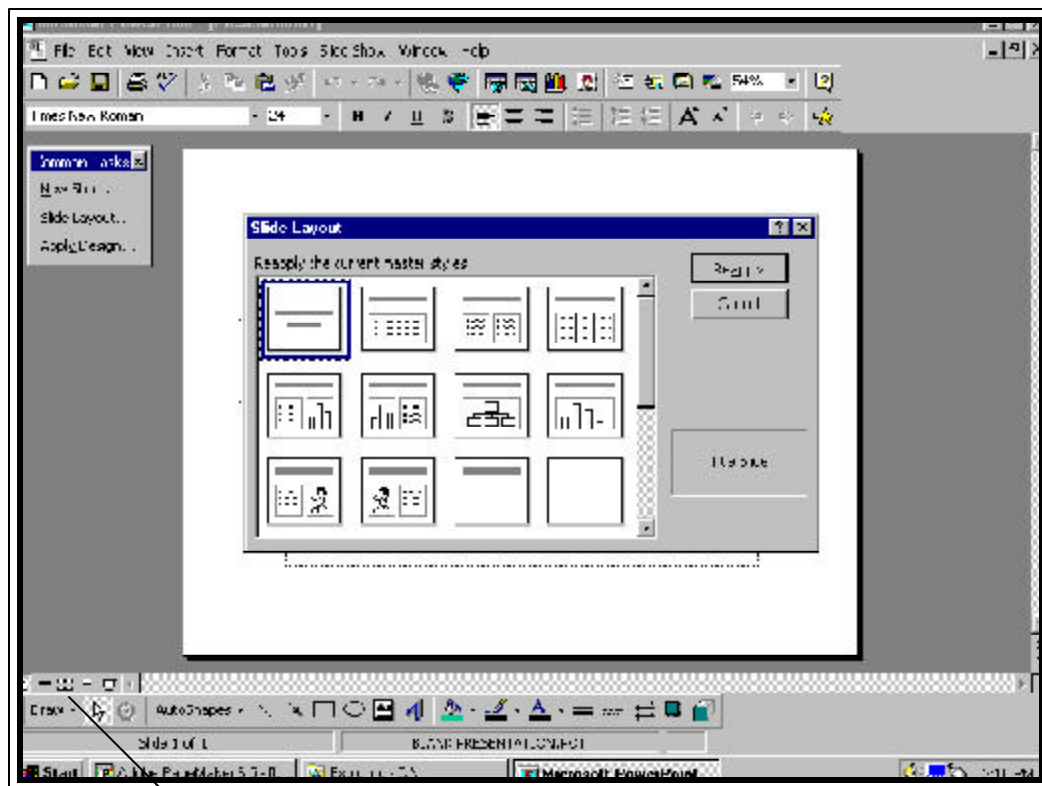
**Outline -- To create text for slides quickly**

**Note pages -- To create text part of the presentation**

**Sort -- To rearrange slides and to add transitions, builds, and animations**

**Slide Show -- To view the slide show -- Esc key gets you out of slide show**

**7) Slide layout: You can change this later.**



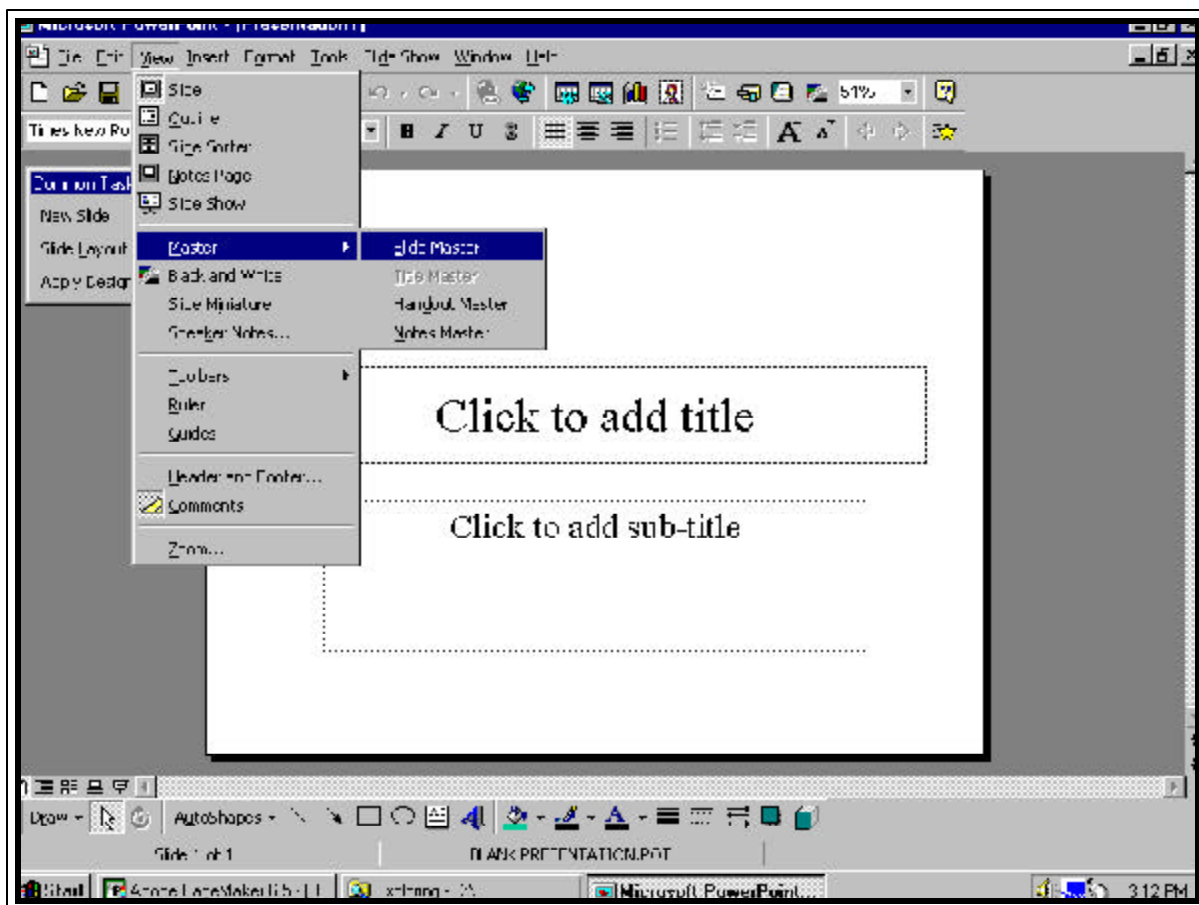
**These are your view options described in item 6) above.**

## 7) Master Slide:

**Formatting the Master slide allows you to put certain things on every slide. This ensures continuity in your presentation.**

**You can change that look for a given slide by selecting:**

**Format, Slide background or Slide Color scheme. Make your changes, and select, Apply (not Apply to all, unless you do want the change to apply to all slides.)**



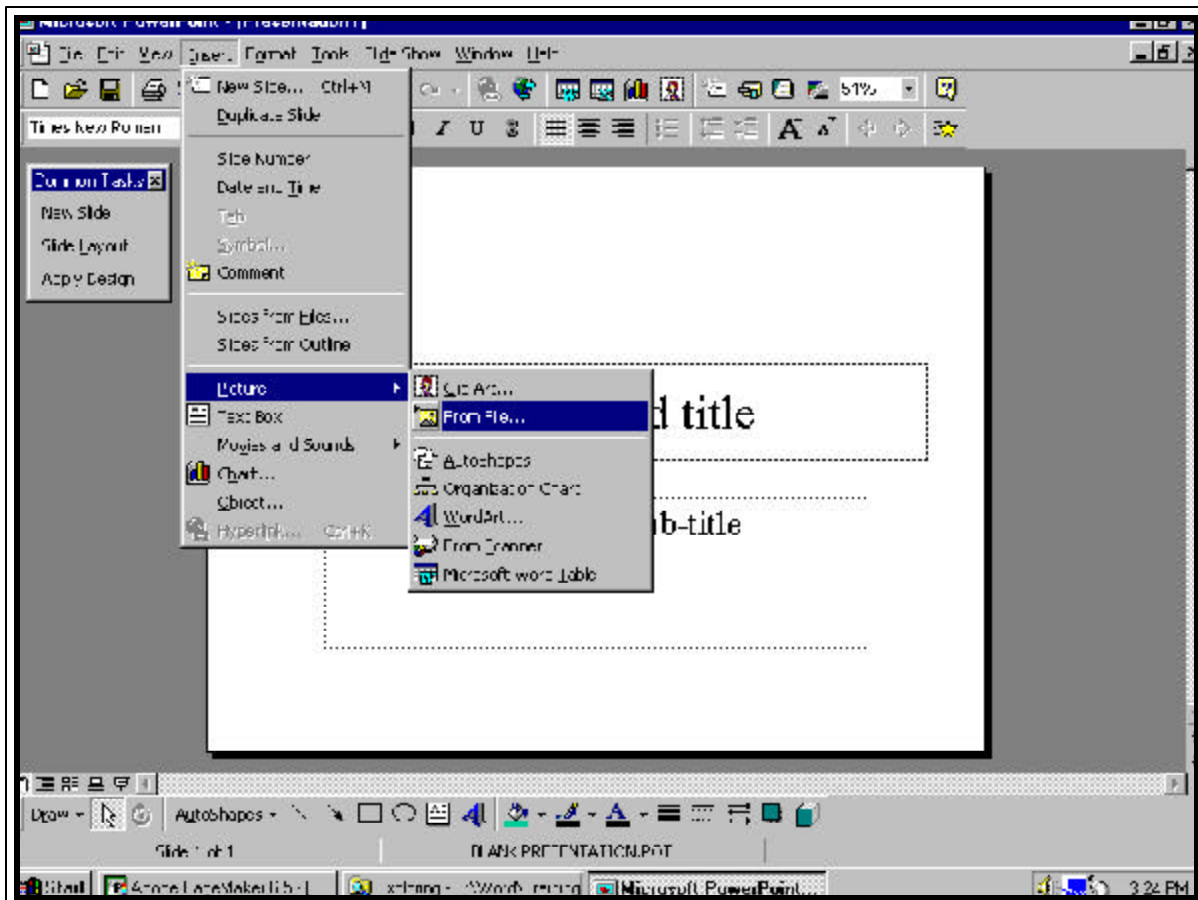
## 8) Importing graphics:

There are two ways to import graphics:

As objects

As pictures

In most cases, you will want to import graphics as pictures. This will reduce the size of your file greatly.

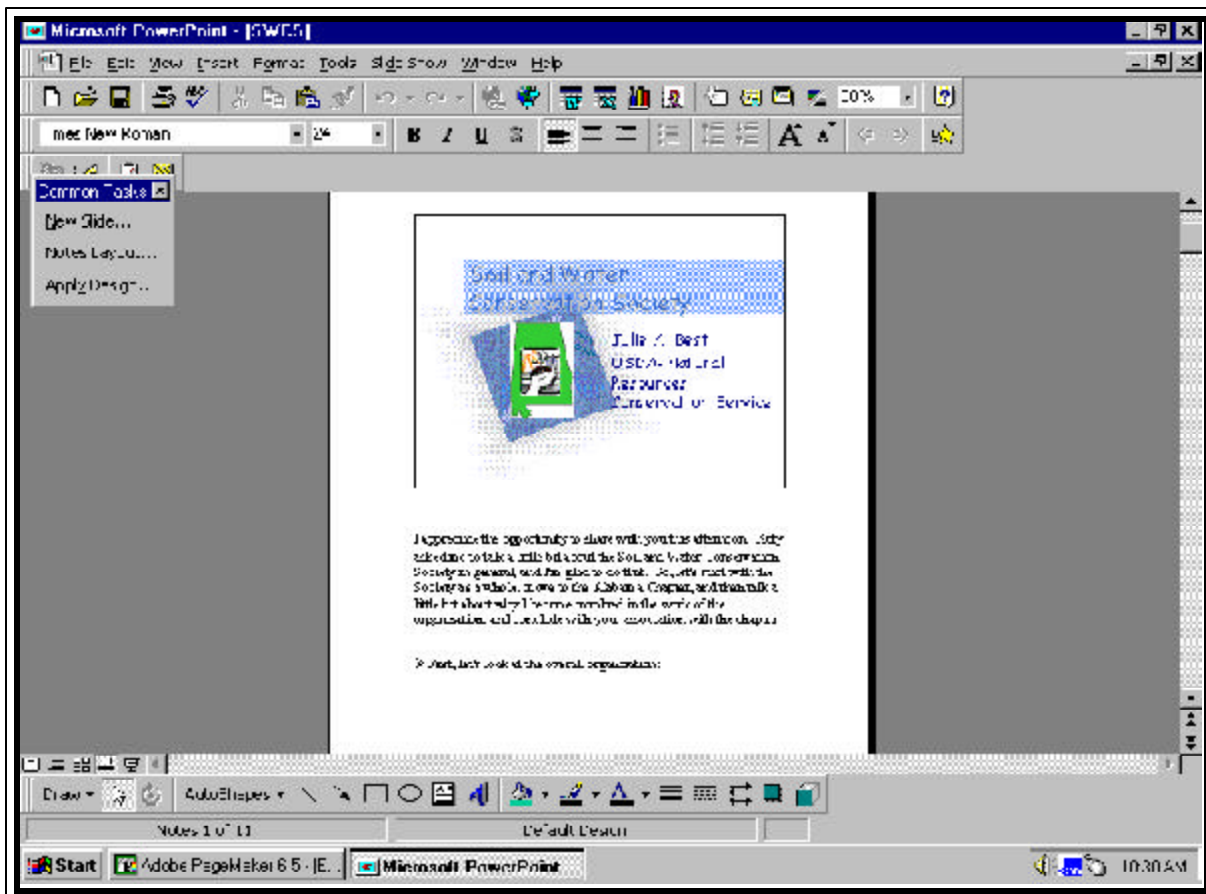


To import a graphic, Select Insert, Picture, Clip Art or From a File (if it is a graphic that you have stored in a file), Browse, and go to the directory where the graphic is stored. Highlight, and select insert.



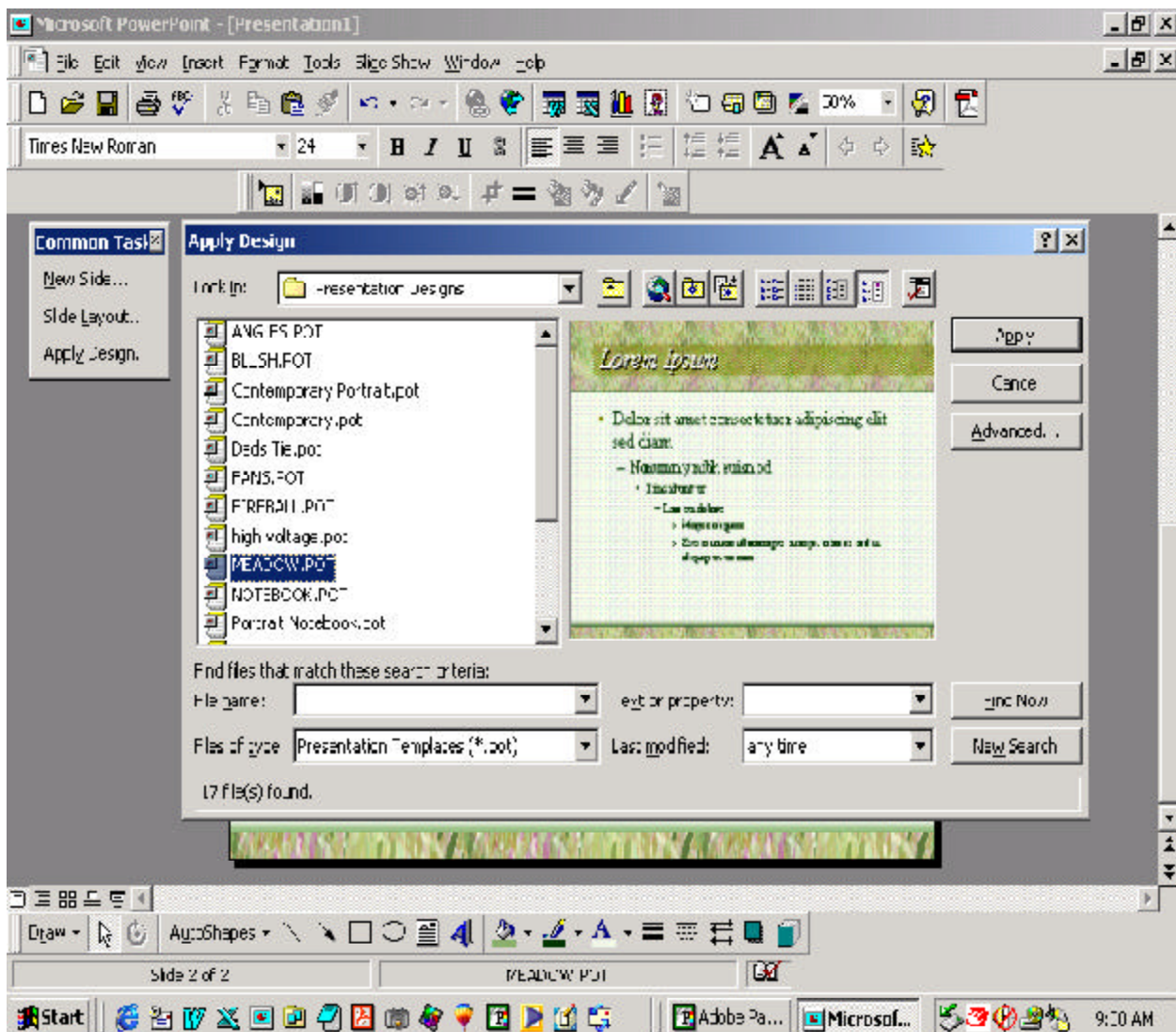
## 9) Note Pages

**Note pages are helpful tools for the speaker. They contain an image of the slide, and commentary to go with the slide. This is particularly important if you are creating a “canned” presentation -- a generic presentation that supposedly anyone could present.**

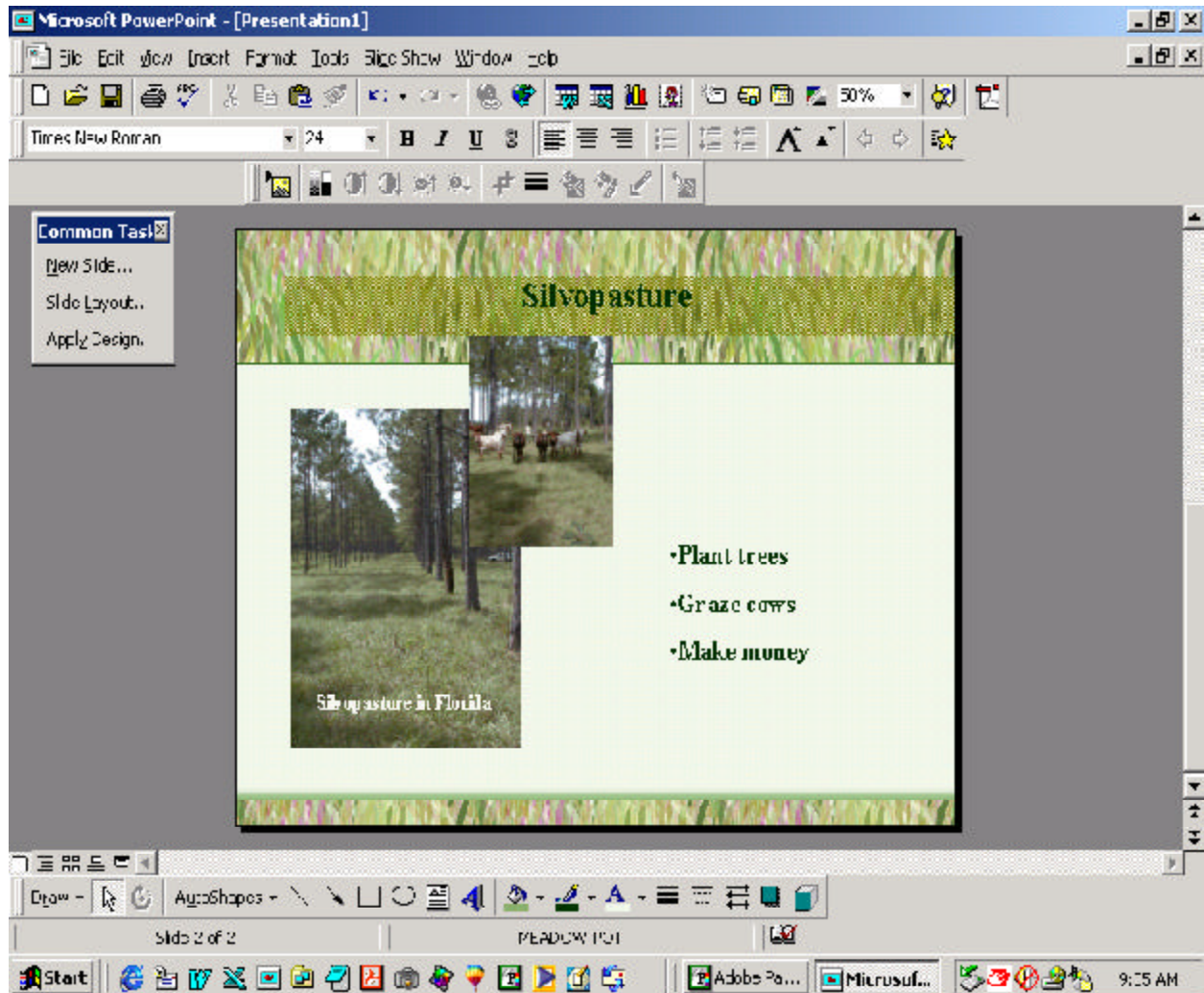


At some point you will want to apply a design. Blank slides are not too attractive. There are several options available. You might want to try several to get the best look for the specific presentation.

On your Common Tasks tools, there is an option to Apply Design. Click on it and look at the options. You can apply a design and change a design at any point.



**This is a slide that has a design applied.**



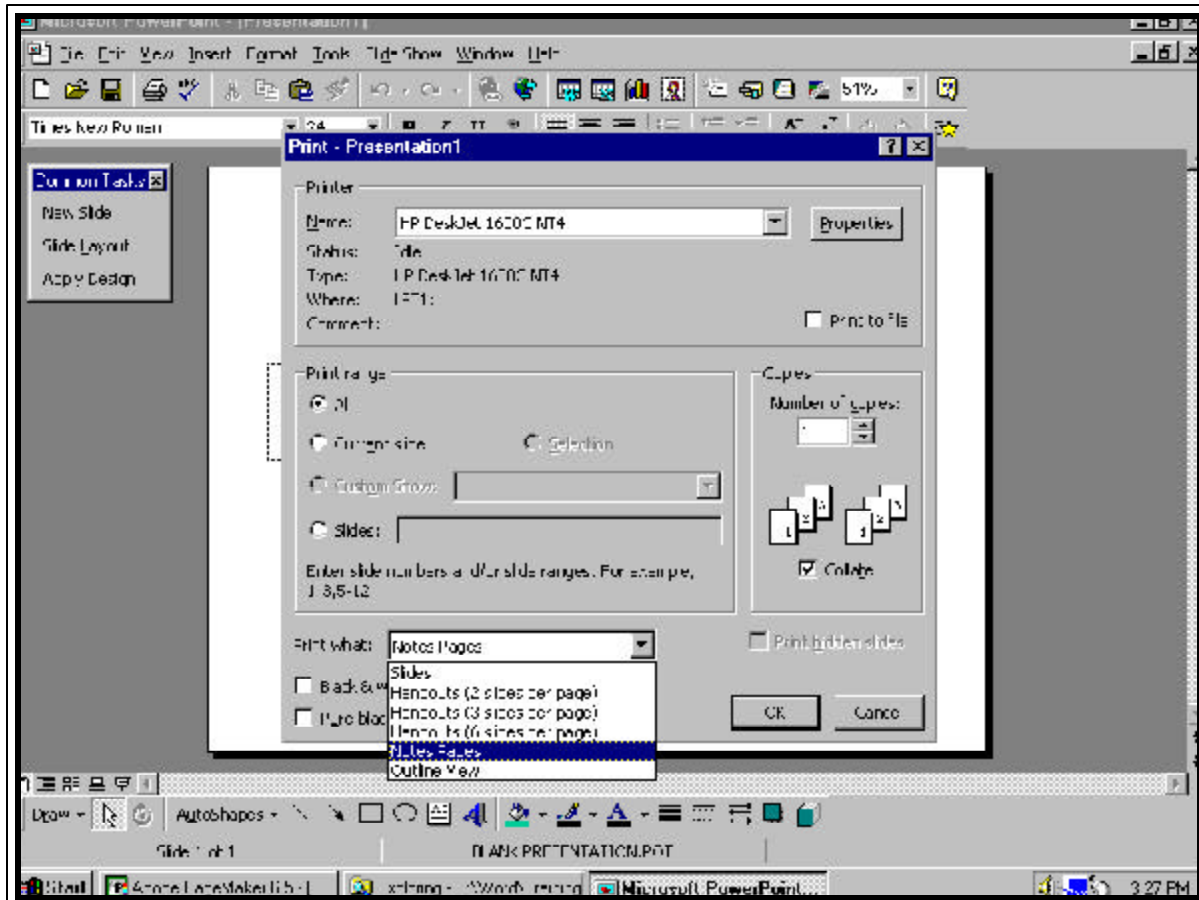
## 10) Print Options:

As slides

Notepages

Handout

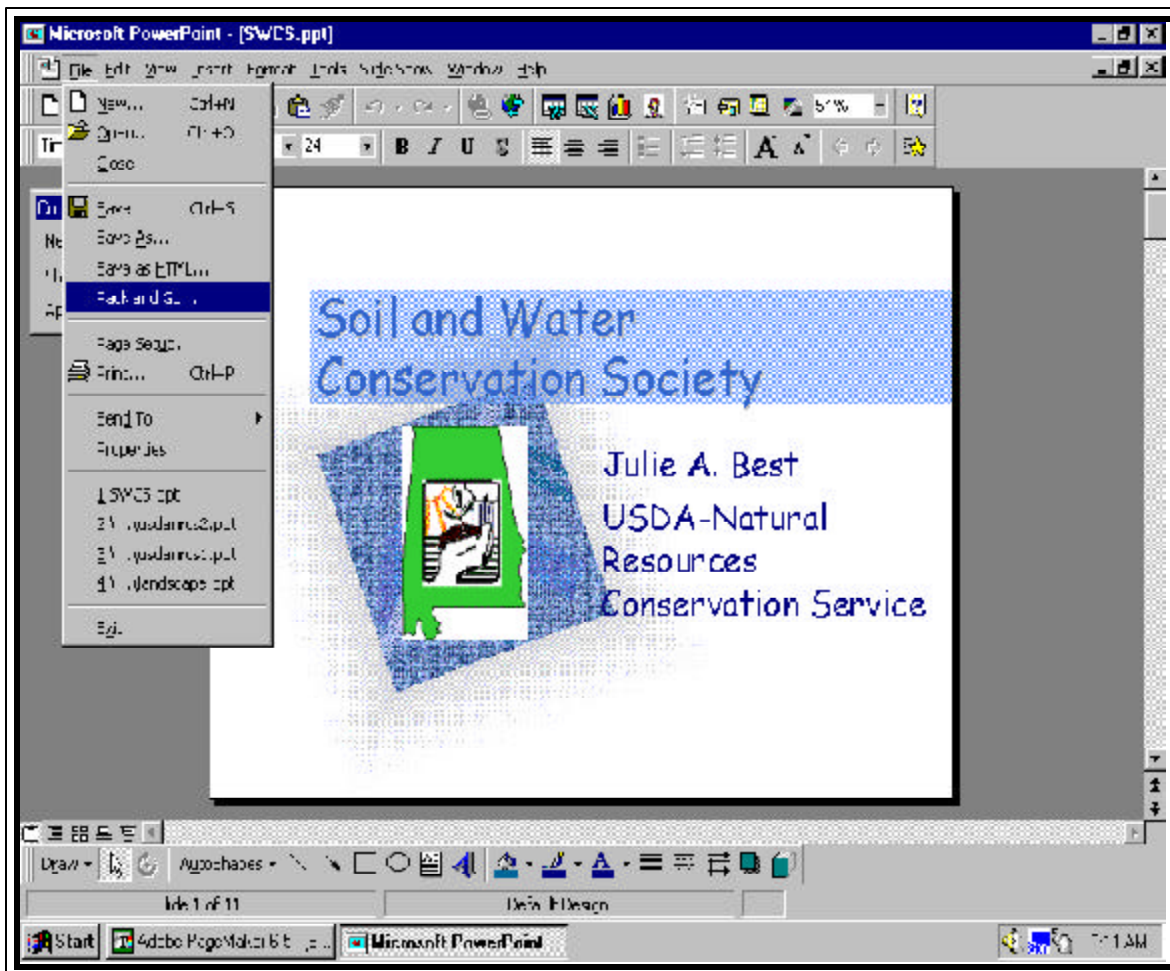
Outline view



To print draft copies of your work, print pages in black and white. It is also standard practice to print the speaker notes in black and white to make them easier to read.



## 11) Saving your presentation to put on another machine



The Pack and Go feature allows you to save a large presentation on diskettes. You can also save the files to enable you to show a PowerPoint presentation on a computer that does not have PowerPoint installed. Follow the instructions on the Pack and Go feature. It will automatically tell you if you need more than one diskette.

## 12) Office Assistant (help)

The question mark on the Standard Toolbars is an Office Assistant. Click on the ? then type in some information that you need help with. The assistant gives good instructions. This is a helpful tool. Keep it in mind when you are stuck.

